

PUNCH COMMUNICATION LOG

WEEK 4 - 10/20/08 - 10/26/08

STORE #

1080

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
10/20	RACHELE MOORE	4410255	12:05	REPA			FORGOT TO CLOCKIN	RWM	10/20	AC	10/25
10/21	Doug Troester	1264614	1:00PM			2:15pm	Training CM	DRT	10-21	AC	10/25
10/21	Doug Troester	1264614			9:08PM		OPPS! Sorry	DRT	10-21	AC	10/25
10/22	Madison Glenn	1438059	7:25AM - 9:48AM				NON coverage - Shift change	MG	10/22	AC	10/25
10/22	Michelle Lopez	1567029			7:27pm		think I forgot to punch in	ML	10/22	AC	10/25
10/24	Mason Glenn	1438059	5:20pm				PICK T product b4 work	MG	10/24	AC	10/25
10/20	Jessica Harker	1451141	4AM							AC	10/25
10/24	Melanie Howard	1401573 1/8/08	4AM							AC	10/25
10/20	Debbie Hoy	1219103			258P		3P SIS meeting	DP	11/02/08	AC	10/25
10/20	Rachel Moore	1440255					M/B violations	RM	10/22	AC	10/25
10/22	Rachel Moore	1440255	3P	-	-	7P	SE		10/22	AC	10/25
10/22	Doug Troester	1264614			1259P				10/22	AC	10/25
10/24	Doug Troester	1264614	4:1				M/B violation			AC	10/25
10/23	Andrew Troester	14041030	8P				training			AC	10/25
10/24	Cecilia Robles	1107143	8	12	1230	430P	non cov. New Orleans!	CLR	10/25	AC	10/27
10/25	Cecilia Robles	1107143			2:5P		Made copies @ training ctr	AC	10/25	AC	10/27
10/25	Doug Troester	1264614			7:05	7:35	Correcting wrong time punch	DR	10/25	AC	10/27
10/26	Jessica Harker	1451141	4AM	(0:14A	(0:46A	-	NO in punch			AC	10/27
10/26	Kristen Barraga	1479863			7:33AM	8:03A	M/B violation	KB	10/26	DRT	10/27
10/25	Mason Glenn	1438059	11:00a					MG	11/12	AC	10/28
10/26	Mason Glenn	1438059				3:45P		MG	11/12	AC	10/28
10/26	Jessica Harker	1451141	4:00a							AC	10/27
10/26	Doug Troester	1264614				5:15P		DRT	6:55	AC	10/27

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